JRN 430 FOIA Report Sheet
(To be filled out as completely as possible. If sending a letter, use the FOIA form letter in Legal Guidelines. Do not disclose that you are a student and that this is a class assignment. You should request the following information: the name, length of years employed and salary of the band director. If your high school does not have a band, then the same info about the football coach.)

Please print legibly!

Your Name: ______________________________________  Date: _________________

Your phone/cell number: _________________________ Your e-mail address ____________
(area code/phone number)

a. School Name: ____________________________  City __________________

b. School District __________________________

c. Date, time and place where request made: _________________________________
If request by letter, attach copy of dated letter.

d. Date, time and place when records obtained: _______________________________
Include the response and envelope if mailed

How many business days (Monday-Friday) elapsed between date request was made (if by mail calculate two days after request was sent): ____________________

e. Record requested: (Check one)

   _____  Granted during initial visit
   _____  Granted within 24 hours
   _____  Granted within _____ days
   _____  Denied
   _____  Unable to obtain record
          Why? (be specific) _____________________________________________
          _____________________________________________
          _____________________________________________

f. ______  If granted, was some information (redacted) blacked out? Yes  No

g. ______  What information, if any, was redacted?
Please answer the following questions about your visit. (Be complete in your answers, provide information beyond yes or no, if possible. If the request was made by letter, some of these questions will be unanswerable, so mark them "U/A").

h. Were you referred to a supervisor? (Name the supervisor and his/her title)

i. Did you have to pay a fee for a copy of the record? Yes or No

j. Cost of copy per page: (Note: You should NOT have to pay more than $1 or $2 for this record. If a higher charge is involved, contact me ASAP via email at jbb@msu.edu)

k. Total cost for record:

l. What was the agency’s explanation for how the fee was calculated?

m. Were you asked whom you worked for? Yes or No

n. Were you asked why you wanted the record? Yes or No

o. What did you respond?

p. Names and titles of those you spoke to?

Comments, anecdotes or observations: